



## City of Fremont Special Event Application Information

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### WELCOME

We are happy you have chosen to plan a special event within the City of Fremont. From community based festivals to parades and street fairs, the City of Fremont is proud to approve permits for a number of exciting special events each year.

The Special Event permit process is governed by Title 12, Chapter 2. of the Fremont Municipal Code, titled "Special Events and Parades." In general, any organized activity impacting city services, or having impact on public property, public facilities, sidewalks, medians, or street areas, or an activity that is not compatible with the intended use of a property requires a permit.

The following pages include the City of Fremont's **Special Events Permit Application** and accompanying instructions developed to guide you through the process.

### Timing

Events that require a only 1) a temporary ABC license, 2) a tent or banner permit, and 3) anticipated attendance of fewer than 500 people, must submit a completed permit application **no later than 30 calendar days before the actual event date**. Examples of these events include: Little League Parades, Crab Feeds, Block Parties, and events with fewer than 500 people.

Events that require a 1) road or sidewalk closure or 2) anticipated attendance of more than 500 people, or that take place must submit a completed permit application **no later than 90 calendar days before the actual event date**. Examples of these events include: Parades, Streets Festivals, events with more than 500 people.

To inquire if your event requires services from City staff the day of the event, please contact the Special Event Staff at (510) 790-6800 or (510) 494-4487. You can also send an e-mail to: [mwilliams@fremont.gov](mailto:mwilliams@fremont.gov) or [jhall@fremont.gov](mailto:jhall@fremont.gov).

Please be advised that effective February 14, 2013, there is a \$5 -\$10 per business day late fee for late applications.

After you complete the application, sign the form(s) and return with a check made payable to "City of Fremont" for the amount of your special event permit (non-refundable processing fee) to the Fremont's Plans and Permit Counter, located on the first floor at 39550 Liberty Street, Fremont, CA 94538, Attention: Jackie Hall.

### Permit Process

The permit application process begins when you submit a completed Special Event Permit Application. *Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request.*

Upon receipt of your application the City assigns a coordinator to help guide you through the permit process. This coordinator distributes copies of your application to all City departments affected by your application for review. During the review process you will be notified if your event requires additional information, permits, or licenses. You will be allowed time to provide us with all pending documents.

Delays in providing these items often delay our ability to finish our review and issue a Special Event Permit for your event.

You may be contacted individually by these departments if they have specific questions or concerns about your event. Depending on the impact on City services, size and type of event, a group meeting with all affected departments, your coordinator, and you may be scheduled to clarify questions and concerns.

### Other Permits

While we have tried to make this process a "one-stop" process, however it is your responsibility to contact federal, state, or county agencies for other relevant permits. (see table below)

### Events in Parks

**(Does not include any plaza, or civic park such as Bill Ball Plaza, Niles Plaza, Irvington Plaza, or Washington Historic Park)**

If you plan to hold your event in a City park, please contact Damon Sparacino at (510) 790-5546 in the City of Fremont's Community Services Department.

## City of Fremont Special Event Application (Block Party, Class I, and Class II)

### Fees

The City strives to keep fees as low as possible by charging only for the cost of processing the application and City services provided the day of the event. In addition to the cost of inspections and other City services (i.e. Police and Fire), other fees such as a building permit fee will apply for tents, stages, etc. Depending on the type of event, respective fees may vary. All costs of providing City services associated with a special event will require a deposit if the cost of City services exceeds \$5,000.00.

Estimated Cost of City Service	Percentage of Required Deposit
\$5,000 – 9,999	30%
\$10,000 – 14,999	40%
\$15,000 – 19,999	50%
\$20,000 or more	60%

You will receive an estimate for City services after submitting your application.

Permit Types	Fees
<b>Class I - Neighborhood Block Party</b>	<b>\$20</b>
<b>Class I</b> (2 consecutive days or less, fewer than 500 people, no City services)	<b>\$50</b>
<b>Class II</b> (2 consecutive days or less, fewer than 500 people, City services required)	<b>\$75</b>
<b>Class III</b> (2 consecutive days or less, 500 people or more, no City services)	<b>\$150</b>
<b>Class IV</b> (2 consecutive days or less, 500 people or more, City services required)	<b>\$200</b>
<b>Class V</b> (2 non-consecutive days or more and/or more than 1 time in a calendar year; series)	<b>\$200</b>

### Commitment to Customer Service

As part of the City's commitment to providing excellent customer service, a coordinator will help you navigate through the permitting process. Please contact a coordinator for assistance:

#### Class I & Class II Permits and Tent & Stage Permits

Name: Jackie Hall, Development Services Supervisor  
Phone Number: (510) 494-4487  
Email: [jhall@fremont.gov](mailto:jhall@fremont.gov)  
Address: 39550 Liberty Street, Fremont, CA 94538

#### Class III, Class IV, and Class V Permits

Name: Maya Williams, Special Events Manager  
Phone Number: (510) 790-6967  
Email: [mwilliams@fremont.gov](mailto:mwilliams@fremont.gov)  
Address: 2000 Stevenson Blvd, Fremont, CA 94538

On behalf of the City of Fremont, we thank you for contributing to the spirit and vitality of our City through the staging of your event. **Best wishes for a successful event.**

### Additional Documentation

The following table is a guide to what important additional documentation you may need to ensure your application is processed quickly and accurately. **Please note that this table is only a guideline. Please read the entire application and fill out all questions pertaining to your event.**

Type of Event	Other Documentation Needed (Please fill out all that apply to your event)
Alcohol Involved	Alcohol Beverage Control Application—go to <a href="http://www.abc.ca.gov/FORMS/ABC221-2010.pdf">http://www.abc.ca.gov/FORMS/ABC221-2010.pdf</a>
Animals Involved	Approval from Berkeley (East Bay) Humane Society at (510) 845-1962
Bicycle Race	"Traffic Route Plan" (Attachment B)
Block Party	List of Neighbor Signatures (Attachment A)
Carnival	Attachments A, B, C, D, "Tent and Structure Permit" – apply directly to Development Services Department, call 510-494-4487
Concert	Attachments A, B, C, D, "Tent and Structure Permit"
Dance	Alcohol Beverage Control Application
Event w/Tent, Stage or Structure	"Tent and Structure Permit"
Parade	"Traffic Route Plan" (Attachment B)
Political Activity	For information, contact Special Events Manager at 510-790-6800
Promotional or Sales Event	Attachments A, B, C, D, "Tent and Structure Permit"
Run/Walk	"Traffic Route Plan" (Attachment B)
Street Closures	Attachments A and B
Street Fair	Attachments A, B, C, D, "Tent and Structure Permit"



**City of Fremont**  
**Class I & Class II Special Event Permit**  
**Application & Information**

**SECTION 1: PERMIT TYPE AND PAYMENT INFORMATION**

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Type of Event (Check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> ABC Permit Authorization | <input type="checkbox"/> Political Activity       |
| <input type="checkbox"/> Alcohol Involved         | <input type="checkbox"/> Run/Walk                 |
| <input type="checkbox"/> Banner                   | <input type="checkbox"/> Religious Activity       |
| <input type="checkbox"/> Dance                    | <input type="checkbox"/> Sales/Retail/Promotional |
| <input type="checkbox"/> Petting Zoo              |   |
| <input type="checkbox"/> Other (please specify)   |   |
- \_\_\_\_\_

**For Office Use Only**

Fee (Check, if paid):

- |                                  |                          |
|----------------------------------|--------------------------|
| Class I: (Block Party): \$20     | <input type="checkbox"/> |
| Class I: (no City Services) \$50 | <input type="checkbox"/> |
| Class II: \$75                   | <input type="checkbox"/> |

**SECTION 2: CONTACT INFORMATION**

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Event Title: \_\_\_\_\_ Event Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Date Application Submitted: \_\_\_\_\_

Sponsoring Organization: (Must be the insurer) \_\_\_\_\_

Contact Name: \_\_\_\_\_ Address: \_\_\_\_\_

Office No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Email Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

**SECTION 3: EVENT INFORMATION**

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Expected attendance per day: \_\_\_\_\_ (If 500 or more, then use Class III, Class IV, and Class V Permit Application)

Setup: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Event Starts: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Event Ends: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Dismantle: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Day of Week: \_\_\_\_\_

**SECTION 3: EVENT INFORMATION (continued)**

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Event Location: \_\_\_\_\_

Event Organizer: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Email Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

**Event Description**

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**SECTION 4: SPONSORING ORGANIZATION INFORMATION**

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1. Is the sponsoring organization a non-profit organization? *If yes, please include tax ID number:* \_\_\_\_\_ YES ☐ NO ☐

2. Is the sponsoring organization a community group without non-profit status? YES ☐ NO ☐

*If you checked "Yes" to either question #1 or #2, have you filed an Affidavit of Business Tax Exemption with the City of Fremont Revenue Division (510) 494-4791?* YES ☐ NO ☐

3. Is the sponsoring organization a business? YES ☐ NO ☐

4. Is the sponsoring organization a for-profit organization? YES ☐ NO ☐

*If you checked "Yes" to questions #3 or #4, do you have a Fremont Business Tax License (BTL)? Please provide BTL No.:* \_\_\_\_\_ YES ☐ NO ☐

**SECTION 5: USE OF PUBLIC PROPERTY OR PUBLIC RIGHT OF WAY**

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1. Will any part of this event take place on public property? \_\_\_\_\_

Location(s): \_\_\_\_\_

2. Do you wish to close any streets for this event? \_\_\_\_\_

YES ☐ NO ☐

Location(s): \_\_\_\_\_

**SECTION 6: PARKING PLAN**

**1. Please provide a description of your parking plans (i.e., where event attendees will park) Please include letter of authorization for use of privately owned parking:** \_\_\_\_\_

**2. Please describe your plans to notify residents and/or businesses impacted by this event. Please include notice to residents and/or businesses impacted by this event.**

**3. Please list addresses of parking lots to be used for event parking. Include type and number of spaces available. Include letter(s) authorizing use of parking.**

Address/location	Public	Private	No. of spaces	No. of spaces for disabled
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

(Use additional sheets, if necessary)

**SECTION 7: USE OF ANIMALS**

**1. Will animals be part of this event?** YES ☐ NO ☐

*If yes, what type(s) of animals will be used in the event?* \_\_\_\_\_

*What is the purpose of the animals (petting zoo, part of parade, etc.)?* \_\_\_\_\_

**SECTION 8: TENTS, CANOPIES, STRUCTURES, SOUND**

**1. Are you installing or constructing any structures, including buildings, climbing structures, tents, or canopies etc.? If yes, please show locations and dimensions on the *SITE PLAN* (Attachment "A").** YES ☐ NO ☐

Please describe type, size and number of structures. (Plans may be required for review.) \_\_\_\_\_

Tent Size: \_\_\_\_\_ Canopy Size: \_\_\_\_\_

★If any tents are greater than 400 square feet or if any canopies are greater than 700 square feet, you must complete the "Tent & Stage Permit Application and Questionnaire" (available at the City of Fremont's Development Service Center, please call Jackie Hall at 510-494-4487).

Provide four (4) copies of the following for review: 1) Tent & Stage Permit Application; 2) Site plan; 3) Flame spread certificate; 4) Interior floor layout.

★Any stages, grandstands, bleachers and/or folding or telescoping seating greater than 30" above grade are required to meet structural, guardrail, stairway, handrail and accessibility requirements and the following must also be provided for review: 1) Construction plans & 2) Structural calculations shall be required

3. Do you plan to have any sound amplification? If yes, please note the dates and times: YES ☐ NO ☐

☐ Music ☐ Other, please describe: \_\_\_\_\_

4. Is electrical power required (for sound amplification, lighting, etc.)? If yes, please provide type: YES ☐ NO ☐

☐ Portable generator ☐ PGE temporary power service ☐ Other, please describe: \_\_\_\_\_

If you answered yes to any of the questions from "SECTION 9", please provide the contact information of service provider(s) responsible for installing the tent, structure, and/or game booths (a background check may be required for all operator of game booths):

Company Name & Contact Name: \_\_\_\_\_

Office No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

(Use additional sheets, if necessary)

## SECTION 9: ALCOHOL, FOOD, AND MERCHANDISE INFORMATION

1. Will alcohol be served? YES ☐ NO ☐

What kind? \_\_\_\_\_

2. Will alcohol be sold?

YES ☐ NO ☐

★ **TEMPORARY ALCOHOL PERMIT**

If your event will include the sale of alcoholic beverages, include a completed application from the Dept. of Alcoholic Beverage Control for temporary sales (form ABC-221) signed by the property owner (or include a separate letter stating that the property owner authorizes the sale of alcoholic beverages on the date of the requested permit) . For information, contact the State Dept. of Alcoholic Beverage Control at: (510) 622-4970 <http://www.abc.ca.gov/FORMS/ABC221-2010.pdf>

Between what hours will alcohol be served?

From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

3. Will food be prepared, served or sold at this event? *If sold, please attach a complete vendor list*

YES ☐ NO ☐

4. What is the anticipated number of vendors? \_\_\_\_\_

If yes, please describe how food will be served and/or prepared: \_\_\_\_\_

★ **EXPANDED POLYSTYRENE/STYROFOAM™ PROHIBITED**

Vendors are prohibited from using disposable food service ware made from expanded polystyrene, commonly referred to as Styrofoam™. Vendors shall use a compostable or recyclable alternative.

5. What kind of cooking equipment is included?

☐ None

☐ Charcoal

☐ Gas

☐ Electric

☐ Other, please describe: \_\_\_\_\_

6. Is a temporary heating system included?

YES ☐ NO ☐

★ **HEALTH PERMIT**

A Health Permit is likely required for any event with food. For information, please contact the Alameda County Department of Health at (510) 567-6700

**SECTION 10: PORTABLE TOILETS AND HAND-WASHING SINKS**

**1. Do you plan to provide portable toilets and/or hand-washing sinks at your event?** If YES ☐ NO ☐  
*yes, please show location on **SITE PLAN** (Attachment A) and provide numbers below (Food service requires hand-washing sinks):*

\_\_\_\_\_ Number of regular toilets \_\_\_\_\_ Number of ADA approved toilets

\_\_\_\_\_ Number of hand-washing sinks (Required if food is being served)

*Please provide name of service provider below:*

**Name of portable toilet company:** \_\_\_\_\_

**Office Phone No.:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**City/Zip:** \_\_\_\_\_

**Equipment Set-Up Date:** \_\_\_\_\_ **Equipment Pick-Up Date:** \_\_\_\_\_

**2. If you will not be providing portable toilet facilities, please provide information as to the availability of restroom facilities in the immediate area of the event site that will be available to the public during the event (include ADA accessible and non-ADA accessible facilities).**

**★NOTE:** Portable toilets and hand-washing sinks shall be at least 15 feet from any storm drain or impervious surface area, such as sidewalks, streets and gutters.

**SECTION 11: ENVIRONMENTAL, GARBAGE, AND RECYCLING SERVICES**

**1. Please specify below with the number and size of containers: (★Typically, an equal number of Garbage and Recycling containers are required)**

*Please identify locations of all garbage and recycling containers on your site plan on **SITE PLAN** (Attachment A).*

	<u>Recycling</u>	<u>Size(s)</u>	<u>Garbage</u>	<u>Size(s)</u>
Number of containers				

**2. How will event site be cleaned during and after the event?** \_\_\_\_\_



3. How will vendors prevent the disposal, spill or deposit of food, automotive fluids, hydraulic fluids, grease and other materials from any storm drain or impervious surface area, such as sidewalks, streets and gutters? \_\_\_\_\_

★NOTES:

**Pollution** includes wastewater, animal waste, chemical waste, solid waste, sewage, garbage, biological materials, wrecked or discarded equipment, rock, sand, dirt or soil, agricultural waste, discharge into water, storm drain or any surface area such as sidewalks, streets, and gutters. *Please identify the locations of all storm drains and vendors on **SITE PLAN** (Attachment A).*

**Wastewater** is liquid waste discharged by residences, businesses, and/or agricultures and can encompass a mixing of contaminants and water. Wastewater can include wash water (aka greywater), water from ice chest, soapy water, water containing grease or oil and any source of water as a potential contaminant.

SECTION 12: INSURANCE INFORMATION

1. Do you have at least \$1,000,000 in general liability insurance naming the City of Fremont as an additional insured? (Additional insurance may be required) YES ☐ NO ☐

Insurance Agency and Agent: \_\_\_\_\_ Agent: \_\_\_\_\_

Office No.: \_\_\_\_\_ Policy No.: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

★INSURANCE DOCUMENTATION

Please attach a copy of the insurance certificate and separate additional insured endorsement to the end of the application.

**AFFIDAVIT OF APPLICANT**

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief and that I have read, understand and agree to abide by the rule and regulations governing the proposed Special Event under the Fremont Municipal Code 12.25.010 to 12.25.130. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. Applicant agrees to comply with all other requirements of the City, County, State and, Federal Governments, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. I agree to abide by these rules and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Fremont.

Signature: \_\_\_\_\_

Print: \_\_\_\_\_ (Print) \_\_\_\_\_ (Print)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*If a 2<sup>nd</sup> signature, it must be a different organizational representative.*

## **HOLD HARMLESS AGREEMENT**

Event Title: \_\_\_\_\_ Event Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

**Sponsoring Organization: (Must be the insurer)** \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

## **HOLD HARMLESS STATEMENT**

The special event/parade applicant or president or designee of the sponsoring organization(s) (hereafter called "permittee") agrees to reimburse the City of Fremont (hereafter called "City") for all loss incurred by it in repairing or replacing damage to City property proximately caused by the permittee, its officers, employees, agents, monitors, or any other persons attending or forming the special event or parade who were, or should have been, under the permittee's control. Persons who merely attend or join in a special event or parade are not considered by that reason alone to be "under the control" of the permittee.

The permittee further agrees to defend without costs, indemnify, and hold harmless the City, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of or alleged to arise out of the permitted event, which was proximately caused by the actions of the permittee, its officers, employees, agents, including monitors, or any other persons attending or joining in the event who were, or reasonably should have been under the control of the permittee. Persons who merely attend or join in an event are not considered by that reason alone to be "under the control" of the permittee.

I understand and agree to comply with all the terms of the above Hold Harmless Agreement if my application has been approved and all special conditions and required advance payments have been met.

I declare under penalty of perjury that the information provided in this application is true and correct.

Signature of Permittee

Signature of Officer of Sponsoring Organization

\_\_\_\_\_

\_\_\_\_\_

Print: \_\_\_\_\_ (Print)

\_\_\_\_\_ (Print)

Title: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

*Second signature is required and must be a different organizational representative.*

❖ **ATTACHMENT "A": SITE PLAN**

*Please include a site complete plan of your event, including:*

- ☐ Location(s) of all uses of public property and public right of way
- ☐ Location(s) and dimensions of any structures, including buildings, climbing structures, tents, canopies, grandstands, bleachers, or folding or telescoping seating
- ☐ Location(s) and type of cooking equipment, cooking areas, and food booths
- ☐ Location(s) of temporary heating system
- ☐ Location(s) of decoration, banners, or other advertisement at the event site
- ☐ Location(s) of all trash and recycling receptacles
- ☐ Location(s) of any signs to be placed, both directional and advertising the event
- ☐ Location(s) of all street closures, including location and number of barricades and signs
- ☐ Location(s) of all display areas, play areas, judging areas, staging areas and seating areas

❖ **NEIGHBOR CONSENT LIST (For street closures)**

Required for each neighbor on the block affected by the street closure:

PRINTED NAME	ADDRESS	TELEPHONE	SIGNATURE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			

(Use additional sheets, if necessary)